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James A. Carder
Director
Division of Accounting

MEMORANDUM

TO: State Agencies

FROM: OA/Division of Accounting

DATE: June 12, 2003

RE: Automated SAMII Financial FYE Suspense File Clean Up

The Office of Administration (OA) has created a job that will automate the SAMII Financial FYE Suspense File clean up. This job will run each year on the last two workdays of June. The first time this job will run will be on June 27, 2003.

The document types MP, PVA, PVE, PVQ, PVS, PVV, P1, PCT, PCQ, PDQ, PGQ, RC, RX, RXQ, SC, SCS, and VIQ that are for the current fiscal year that are not in accept status will be deleted from the suspense file. This job will **not** delete document templates with a TEM prefix that are in HELD status, payment vouchers with a PR or RT prefix for Human Resources, payment vouchers that are created from the REPV job (PV) and purchase orders with the new fiscal year's accounting period fields entered on the document.

If you enter new fiscal year purchase orders prior to June 30, you **MUST** enter the new fiscal year accounting period information on the purchasing document. If the new fiscal year accounting period information is not entered in the accounting period field on a purchasing document that is on SUSF, it will be deleted by this job.

We will not send a notice prior to running this job in the future because it is now on a set schedule. Please distribute this information to all applicable staff in your agency. If you have any questions, please contact your Agency Customer Service Coordinator (ACSC). Your ACSC will contact OA/Division of Accounting Agency Customer Service desk if necessary.